![AMSEC Advanced Materials Science & Engineering Center logo]

Payroll Information for New and Returning Student Employees

See https://amsec.wwu.edu/summer-employment for more information.

Overview and Due Dates:

Pay Period #	Pay Period (Dates Worked)	Pay Day	Open your Web4U Timesheet (if you are working during the pay period)	Excel Timesheet Submission Deadline	Web4U Time Submission Deadline
13	Jun 16 through Jun 30	July 10	by 5:00pm, Jun 25	5pm, Jun 29	11:59pm, Jun 30
14	Jul 1 through Jul 15	July 25	by 5:00pm, Jul 10	5pm, Jul 14	11:59pm, Jul 15
15	Jul 16 through Jul 31	August 10	by 5:00pm, Jul 25	5pm, Jul 30	11:59pm, Jul 31
16	Aug 1 through Aug 15	August 25	by 5:00pm, Aug 10	5pm, Aug 14	11:59pm, Aug 15
17	Aug 16 through Aug 31	Sept 10	by 5:00pm, Aug 25	5pm, Aug 30	11:59pm, Aug 31
18	Sep 1 through Sep 15	Sept 25	by 5:00 pm, Sep 10	5pm, Sep 14	11:59pm, Sep 15

- **Open your timesheet in Web4U by the date in the purple column. This will let us know that you will be working during the pay period and will be submitting a timesheet.**

- **E-mail your Excel timesheet to amsec@wwu.edu and your faculty supervisor by the time/date given in the blue column.**

- **Submit your time online via Web4U by the time/date given in the green column.**

Detailed Information:

1. **Timesheet Deadlines** are usually the 15th and the last day of the month. Students must use the AMSEC-distributed timesheet (Excel spreadsheet downloaded from the website). It is helpful to review the sample timesheet provided on the AMSEC website (address above).

   Excel Timesheet Instructions:
   - Record hours worked daily. Round time to the nearest quarter hour.
     - You must include your name and W# on your timesheet.
   - Make sure your AMSEC timesheet and your Web4U timesheet match prior to submission.
   - Email your AMSEC timesheet as a pdf, jpeg, or screenshot to amsec@wwu.edu and your faculty supervisor by the time/date in the blue column shown above. **NOTE:** this is due one day before the end of the pay period to give us time to verify your hours with your supervisor. Do not turn in your timesheet late.
     - **All elements of this timesheet must be easily read when submitted**. Do not submit a timesheet that is too small to read easily.
   - By submitting your timesheet, you acknowledge that it is the true record of the hours worked.
   - Be sure to submit your Web4U timesheet by the deadline given in the green column above.
   REMEMBER: Your timesheet must be submitted to receive pay.

2. **Web4U Time Submission Deadlines** are always **11:59pm** on the 15th and the last day of the month. After **11:59pm**, the Web4U system will **lock you out** of the pay period. You will not be able to enter or submit time. If this should happen, email immediately (amsec@wwu.edu) and we will do our best to assist you. However, if this happens repeatedly due to your inattention, your supervisor will be notified. We will then meet and discuss a remedy.

   - **You must open your Web4U timesheet** by the designated day/time listed on the Pay and Timesheet Dates pdf document located on the webpage listed at top. Opening your timesheet, communicates to me that you are working during the pay period and will submit a timesheet.

3. **Pay Dates** are usually on the 10th and 25th of each month. The WWU official calendar lists all pay dates and holidays. Timesheets submitted for the first through the 15th of a month are paid on the 25th of that month. Timesheets submitted for the 16th to the end of the month are paid on the 10th of the following month.

4. **Direct Deposit** ensures that your pay is in your bank account on payday. Logon to Web4U to enroll – this is highly recommended. A new or changed direct deposit request will take at least one pay period to take effect. Until then, you will be paid by check (see below). Your direct deposit earning statements are emailed to your Western email address before each payday.

5. **Payroll Paper Checks** will be mailed to the W-2 address on file for student employees. Check on Web4U to ensure that Payroll has a correct mailing address for you.

6. **W-2 Address** can be viewed on your earnings statement and on Web4U. It is important to keep this address current for both paycheck and W-2 year-end information purposes. Your W-2 address can be viewed or changed on Web4U under Personal Information - Addresses and Phones-View/Update – Address/Phone Change Form.

7. **No Overtime Hours are Approved** for your summer employment. It is **your** responsibility to ensure that you **do not work more than 40 hours per workweek**. If you work a second WWU position over the summer, the total hours worked for both/all jobs must be no more than 40. WWU defines the workweek as **Monday through Sunday**. The workweek begins at 12 midnight on Monday and ends at 11:59pm Sunday. NOTE: A workweek can cross over two pay periods, so it is essential that you calculate your hours from all pay periods that fall within a single workweek.

8. **Late Hours Submissions** can be done via Web4U. If you forget to enter hours for a previous pay period, you can enter hours in the current period as "Late Hours." NOTE: You are required to enter detailed information in the comments section, so the Payroll Dept. knows how to apply your late hours. Please see the full manual located here https://hr.wwu.edu/student-timesheet-user-guide for further instructions.